



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CHIEF, EMERGENCY MEDICAL SERVICES

Class No. 002379

■ CLASSIFICATION PURPOSE

To plan, direct, and coordinate programs and activities within the Emergency Disaster Medical Services Division; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a management level classification. Under general direction, this class is responsible for planning, directing, and coordinating the programs and activities within the Emergency Disaster Medical Services Division of the Health & Human Services Agency (HHSA). This class differs from the Coordinator, Emergency Medical Services, in that the latter is a first line supervisor over Quality Assurance Specialists found within the Emergency Disaster Medical Services Division.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, directs, coordinates, and evaluates components of programs for the Emergency Disaster Medical Services Division, such as management information systems, field communications, emergency transportation, hospital disaster operations, medical planning, and services in response to disasters.
2. Directs, plans, coordinates, reviews, trains, and evaluates the work of the Coordinators, Emergency Medical Services (EMS); EMS Specialists; Nurses; Epidemiologists; Microbiologists; Health Information Specialists; Principal Admin Analysts; support staff; and personnel who are contracted from outside agencies.
3. Directs the development and implementation of the Regional Disaster Medical System by assigning staff to develop County-wide response plans, policies, procedures, and protocols, in conjunction with representatives of outside agencies and members of community groups and the public.
4. Directs the implementation and maintenance of the Emergency Disaster Medical Response System by assigning employees to review and update plans, formulating recommendations and new policies/procedures, and obtaining input from representatives of outside agencies and members of the community.
5. Updates the County's Emergency Operational Plan pertaining to medical and disaster responses.
6. Collects, prepares, analyzes, and evaluates performance data and reports pertaining to disasters in order to assess the County's readiness to respond to disasters, identify training needs, and update the Regional Medical Service Plan and related County policies and procedures.
7. Directs employees, representatives from outside agencies, and members of the public and community groups in monitoring, reviewing, and evaluating contracts between the County and hospitals, EMS providers, and other agencies that provide services in response to disasters.
8. Prepares grant proposals for disaster and public health preparedness.
9. Monitors and evaluates the activities of the Regional Disaster Medical System for continuous improvement.
10. Assigns EMS staff to perform duties at the Emergency Operations Center as needed.
11. Coordinates emergency medical disaster preparedness with the County's Office of Emergency Services (OES) by participating in OES regional disaster planning activities.

12. Coordinates the activities and resources of fire departments, ambulance companies, hospitals, and other agencies that provide disaster response recovery services; develops and maintains systems that provide comprehensive medical services in response to disasters.
13. Administers the budget of the EMS Division by monitoring daily operational expenses, tracking revenue, identifying additional sources of revenue through grants and governmental subsidies, and ensuring that the budget is properly managed as prescribed by the Board of Supervisors.
14. Develops and implements goals, objectives, policies and procedures pertaining to emergency disaster relief programs, public health preparedness programs, and other related programs.
15. Analyzes existing and proposed legislation and makes recommendations pertaining to the adequacy, preparedness and readiness of medical services and emergency response services; prepares written summaries pertaining to the analysis of such legislation and presents recommendations to HHSA executive managers and County staff.
16. Prepares board letters, reports, and correspondence for review, approval, and adoption by HHSA executive managers, CAO staff, and the Board of Supervisors.
17. Collects information and data, responds to inquiries, and makes presentations to the Board of Supervisors, elected officials, executive management of HHSA, and members of constituency groups on matters pertaining to medical responses to disasters, emergency disaster plans, and public health preparedness.
18. Conducts needs analyses by obtaining information and data, conducting interviews, analyzing data, preparing reports, and presenting study findings and makes recommendations to members of the community.
19. Researches and assesses new and emerging technologies and potential projects designed to improve the EMS Division's ability to prepare and respond to the medical needs of victims and citizens in the event of disasters.
20. Provides staff support to committees such as the Health Advisory Committee on Terrorism and provides briefings to the Regional Security Commission.
21. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of management and organizational development used to plan, organize, direct, and coordinate programs and activities of the EMS Division.
- Statutory mandates, principles, and practices used to develop and implement emergency disaster medical service systems and public health preparedness systems as applied to local governmental agencies.
- Laws, legislation, regulations, ordinances, codes, and reporting requirements administered by Federal, State, and local governmental agencies such as the Federal Requirements for Homeland Security and the California Health and Safety Code.
- Medical terminology as applied to EMS and public health preparedness.
- Concepts and methods of medical care services and delivery, as applied to public health preparedness in response to medical emergencies and disasters.
- Methods and techniques used to supervise, train, motivate, counsel, discipline, and evaluate the work performance of employees.
- Principles and practices of budget preparation and administration.
- The General Management System in principle and in practice.
- Principles of effective public relations in order to interact with community leaders and to make presentations in front of groups.
- Computer software programs used in the course of work.
- County customer service objectives and strategies.

Skills and Abilities to:

- Plan, direct, coordinate, and evaluate the programs and services provided by the EMS Division.
- Develop and implement EMS programs and services to enhance public health preparedness and to respond to medical emergencies and disasters.
- Use logical reasoning and sound judgment when resolving problems and addressing issues pertaining to medical emergencies and disasters.
- Collect, compile, analyze, and evaluate a wide range of information and data for objectivity and relevance, and develop sound, logical conclusions from data and information.
- Establish and maintain cooperation, teamwork, and multi-disciplinary partnerships with representatives of the County, Federal, State, and local governmental agencies and representatives of outside agencies.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Effectively communicate verbally and make public presentations in front of groups, exercising tact and diplomacy.
- Effectively represent the County of San Diego during inter-agency meetings, task forces, press conferences, community meetings, and other events.
- Effectively communicate in writing to prepare summaries and reports addressed to executive managers, elected officials, and community constituents.
- Use a personal computer and modern office equipment.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

A bachelor's degree from an accredited college or university with a major in health sciences, fire sciences, emergency management, public health, public administration, business administration, or a closely related field, AND five (5) years of experience planning, implementing, and monitoring an emergency medical services program, two years of which must have included providing first line supervision over employees assigned to an emergency medical services program.

Desirable Qualifications:

- Possession of a masters' degree in the areas listed above.
- Possession of a certificate from an accredited Federal or State disaster training program, to include successful completion of coursework in Incident Command, Standard Emergency Management System, and other closely related topics.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Employees will be required to travel to locations within the County. Employees may occasionally be required to travel and walk outdoors in rugged terrain. Employees may be exposed to areas that are affected by disasters or emergencies, or other areas that are considered unpredictable and uncertain. Employees may be exposed to varying weather conditions. Employees may be required to work outside of normal business hours when responding to emergencies and disasters, and may be required to work on an on-call basis during evenings, weekends, and holidays.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

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Chief, Emergency Medical Services (Class No. 002379)

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Variable Entry: Y